

**SECRET**

2 SEPTEMBER 1965

MEMORANDUM TO: DIRECTOR OF TRAINING

FROM :

[REDACTED]

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SUBJECT :

CONVERSION OF BUILDING 28E27

A COMPLETION DATE OF 15 OCTOBER 1965 HAS BEEN PROPOSED FOR THE CONVERSION OF BUILDING 28E27. THIS COMPLETION DATE CAN BE MET IF THE FOLLOWING CONDITIONS ARE COMPLIED WITH:

A. THAT WE RECEIVE FINAL DRAWINGS AND SPECIFICATIONS FOR THE PROJECT FROM THE REAL ESTATE AND CONSTRUCTION DIVISION IN THE NEXT FEW DAYS. TO DATE, THEY HAVE NOT BEEN RECEIVED BY THIS STATION.

B. THAT AFTER FINAL DRAWINGS AND SPECIFICATIONS ARE RECEIVED THAT ONLY MINOR CHANGES ARE MADE.

C. THAT WE ARE ABLE TO PROCURE THE NECESSARY EQUIPMENT AND MATERIALS ON OR BEFORE THE DATES REQUIRED.

D. THAT THE SPECIAL EQUIPMENT TO BE INSTALLED BY OTHER THAN PUBLIC WORKS PERSONNEL IS ADEQUATELY PROVIDED FOR IN THE DRAWINGS AND SPECIFICATIONS.

E. THAT OVERTIME CAN BE UTILIZED AT OUR DISCRETION.

F. THAT WE ARE ABLE TO SECURE CONTRACTORS FOR INFORMAL CONTRACTS FOR THE DUCTS NECESSARY FOR THE VENTILATION SYSTEM AND ALSO FOR A SEPTIC TANK SYSTEM.

G. THAT NO OTHER PROJECTS ARISE HAVING HIGHER PRIORITY.

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